



Wyoming Department of Health  
Aging Division

## Policy Information Notice

**DATE:** December 22, 2006

**PIN #:** QUAS-2006-001

**SUBJECT:** Prohibition Re: Gratuities, Tips and Personal Compensation from Clients

**TO:** Community Based In-Home Service Providers  
National Family Caregiver Support Program Providers  
Other Title III Program Grantees

This Policy Information Notice (PIN) provides guidance regarding accepting gratuities, tips or any other forms of personal compensation from consumers that are participating under **any** federal or state program through the Department of Health, Aging Division.

Staff members who are employed with a program that is being supported through any federal, state, or a combination of both federal and state funds through the Wyoming Department of Health, Aging Division, are prohibited from accepting any and all individual gratuities, gifts, property, tips, or other incentives from the consumer or the consumer's family. Under no circumstances will it be acceptable for any staff to accept cash or cash equivalent as an individual gift, gratuity or additional payment for services.

Each funded contractor shall develop a written policy, and procedures, to enforce this gratuity and tip policy information notice.

***Effective Immediately.***

Beverly Morrow, Administrator